



## Deck Permit Application Packet

Please fill out the following forms and return for processing. Applications for deck permits are usually approved within several days so please plan ahead accordingly.

The State of Wisconsin has recently adopted a new deck code. The link to the code requirements can be found on the Building & Zoning Department page at [www.newrichmondwi.gov](http://www.newrichmondwi.gov).

1. Building Permit Application.
  - a. Please fill out the highlighted boxes. Don't forget your signature! If you choose to hire a contractor to construct your deck he/she must hold a valid WI Dwelling Contractor's license.
2. Building & Zoning Requirements
  - a. Sign and date at the bottom. We will fill in the permit number after the application is approved.
3. Site Plan Requirements
  - a. Please draw a birds eye view of your property showing your house and any other structures on the lot. Show where the proposed deck will be placed and the distance from the deck to the side and rear property lines. If you need to find out your deck setbacks, please give our office a call and we would be happy to provide them. Please note that setbacks do vary from district to district.
4. Deck Framing Plan worksheet
  - a. Please complete the deck framing worksheet. Consult the new deck code via the link on our website for assistance.

We can be reached the following ways:

Email: [jbergman@newrichmondwi.gov](mailto:jbergman@newrichmondwi.gov) or [sskinner@newrichmondwi.gov](mailto:sskinner@newrichmondwi.gov)

Phone: 715-246-4268

Office Hours: 8 am to 4:40 pm Monday through Friday.

**CITY OF NEW RICHMOND**  
**UNIFORM BUILDING PERMIT APPLICATION**

Application No. \_\_\_\_\_

**PERMIT REQUESTED**

☐ Const.    ☐ HVAC    ☐ Elec    ☐ Plbg    ☐ Erosion    ☐ Other

|  |                               |   |
|--|-------------------------------|---|
| <b>Owner's Name</b> _____  | <b>Mailing Address</b> _____  | <b>Tel.</b> _____                           |
| <b>Contractor's Name:</b> <input type="checkbox"/> Con <input type="checkbox"/> Elec <input type="checkbox"/> HVAC <input type="checkbox"/> Plbg | <b>Lic/Cert#</b> _____        | <b>Mailing Address</b> _____                |
|  |                               | <b>Tel.</b> _____                           |
|  |                               | <b>FAX</b> _____                            |
| <b>Contractor's Name:</b> <input type="checkbox"/> Con <input type="checkbox"/> Elec <input type="checkbox"/> HVAC <input type="checkbox"/> Plbg | <b>Lic/Cert#</b> _____        | <b>Mailing Address</b> _____                |
|  |                               | <b>Tel.</b> _____                           |
|  |                               | <b>FAX</b> _____                            |
| <b>Contractor's Name:</b> <input type="checkbox"/> Con <input type="checkbox"/> Elec <input type="checkbox"/> HVAC <input type="checkbox"/> Plbg | <b>Lic/Cert#</b> _____        | <b>Mailing Address</b> _____                |
|  |                               | <b>Tel.</b> _____                           |
|  |                               | <b>FAX</b> _____                            |
| <b>Contractor's Name:</b> <input type="checkbox"/> Con <input type="checkbox"/> Elec <input type="checkbox"/> HVAC <input type="checkbox"/> Plbg | <b>Lic/Cert#</b> _____        | <b>Mailing Address</b> _____                |
|  |                               | <b>Tel.</b> _____                           |
|  |                               | <b>FAX</b> _____                            |
| <b>Project Address</b> _____   | <b>Subdivision Name</b> _____ | <b>Lot No.</b> _____ <b>Block No.</b> _____ |

|                                 |                       |                       |                    |                   |                   |                    |
|---------------------------------|-----------------------|-----------------------|--------------------|-------------------|-------------------|--------------------|
| <b>Zoning District(s)</b> _____ | <b>Lot Area</b> _____ | <b>Setbacks</b> _____ | <b>Front</b> _____ | <b>Rear</b> _____ | <b>Left</b> _____ | <b>Right</b> _____ |
|                                 |                       |                       | ft.                | ft.               | ft.               | ft.                |

|   |   |  |  |   |       |         |    |     |      |       |       |           |  |  |  |  |  |  |           |  |  |  |  |  |  |   |  |  |
|---|---|--|--|---|-------|---------|----|-----|------|-------|-------|-----------|--|--|--|--|--|--|-----------|--|--|--|--|--|--|---|--|--|
| <b>1. PROJECT</b>   | <b>3. OCCUPANCY</b>   | <b>6. ELECTRICAL</b>   | <b>9. HVAC EQUIPMENT</b>   | <b>12. ENERGY SOURCE</b>  |       |         |    |     |      |       |       |           |  |  |  |  |  |  |           |  |  |  |  |  |  |   |  |  |
| <input type="checkbox"/> New <input type="checkbox"/> Repair<br><input type="checkbox"/> Alteration <input type="checkbox"/> Raze<br><input checked="" type="checkbox"/> Addition <input type="checkbox"/> Move<br><input type="checkbox"/> Sign <input type="checkbox"/> Other | <input type="checkbox"/> Single Family<br><input type="checkbox"/> Two Family<br><input type="checkbox"/> Type _____<br><input type="checkbox"/> Commercial<br><input type="checkbox"/> Other _____ | Entrance Panel Amps:<br><input type="checkbox"/> Underground<br><input type="checkbox"/> Overhead  | <input type="checkbox"/> Forced Air Furnace<br><input type="checkbox"/> Radiant Basebd/Panel<br><input type="checkbox"/> Heat Pump<br><input type="checkbox"/> Broiler<br><input type="checkbox"/> Central Air Cond.<br><input type="checkbox"/> Fireplace<br><input type="checkbox"/> Other _____ | <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>Fuel</td> <td>Nat Gas</td> <td>LP</td> <td>Oil</td> <td>Elec</td> <td>Solid</td> <td>Solar</td> </tr> <tr> <td>Space Htg</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Water Htg</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> | Fuel  | Nat Gas | LP | Oil | Elec | Solid | Solar | Space Htg |  |  |  |  |  |  | Water Htg |  |  |  |  |  |  | <input type="checkbox"/> Dwelling unit has 3 kilowatt or more electric space heating equip.<br>Infiltration control option is: <input type="checkbox"/> Sealing of all joints<br><input type="checkbox"/> Blower door test <input type="checkbox"/> Exterior air infiltration barrier |  |  |
| Fuel  | Nat Gas   | LP   | Oil  | Elec  | Solid | Solar   |    |     |      |       |       |           |  |  |  |  |  |  |           |  |  |  |  |  |  |   |  |  |
| Space Htg   |   |  |  |   |       |         |    |     |      |       |       |           |  |  |  |  |  |  |           |  |  |  |  |  |  |   |  |  |
| Water Htg   |   |  |  |   |       |         |    |     |      |       |       |           |  |  |  |  |  |  |           |  |  |  |  |  |  |   |  |  |
| <b>2. AREA INVOLVED</b>   | <b>4. CONST. TYPE</b>   | <b>7. FOUNDATION</b>   | <b>10. SEWER</b>   | <b>13. HEAT LOSS (CALCULATED)</b>   |       |         |    |     |      |       |       |           |  |  |  |  |  |  |           |  |  |  |  |  |  |   |  |  |
| Unfinished Basement Including<br>Crawl Space _____ Sq Ft<br><br>Living Area _____ Sq Ft<br><br>Garage _____ Sq Ft<br><br>Deck _____ Sq Ft   | <input type="checkbox"/> Site-Built<br><input type="checkbox"/> Mfd <input type="checkbox"/> UDC <input type="checkbox"/> HUD   | <input type="checkbox"/> Concrete<br><input type="checkbox"/> Masonry<br><input type="checkbox"/> Treated Wood<br><input type="checkbox"/> Slab on Grade<br><input type="checkbox"/> Other _____ | <input type="checkbox"/> Municipal<br><input type="checkbox"/> Septic Permit No _____  | Envelope _____ BTU/HR<br>Infiltration _____ BTU/HR  |       |         |    |     |      |       |       |           |  |  |  |  |  |  |           |  |  |  |  |  |  |   |  |  |
|   | <b>5. STORIES</b>   | <b>8. USE</b>  | <b>11. WATER</b>   | <b>14. PROJECT COST (INCLUDE LABOR)</b>   |       |         |    |     |      |       |       |           |  |  |  |  |  |  |           |  |  |  |  |  |  |   |  |  |
|   | <input type="checkbox"/> 1-Story<br><input type="checkbox"/> 2-Story<br><input type="checkbox"/> Plus Basement<br><input type="checkbox"/> Other _____  | <input type="checkbox"/> Seasonal<br><input type="checkbox"/> Permanent<br><input type="checkbox"/> Other _____  | <input type="checkbox"/> Municipal Utility<br><input type="checkbox"/> Private On-Site Well  | \$ _____  |       |         |    |     |      |       |       |           |  |  |  |  |  |  |           |  |  |  |  |  |  |   |  |  |

I agree to comply with all applicable codes, statutes and ordinances and with the conditions of this permit; understand that the issuance of the permit creates no legal liability, expressed or implied, on the state or municipality; and certify that all the above information is accurate. If I am an owner applying for an erosion control or construction permit, I have read the cautionary statement regarding contractor financial responsibility on the reverse side. **Local permit expires 18 months from date of issuance.**

**APPLICANT'S SIGNATURE** \_\_\_\_\_ **DATE SIGNED** \_\_\_\_\_

**APPROVAL CONDITIONS:** This permit is issued pursuant to the following conditions. Failure to comply may result in suspension or revocation of this permit or other penalties

**PROJECT DESCRIPTION:**

**PERMIT DOES NOT INCLUDE:**

|  |  |  |
|--|--|--|
| <b>FEES:</b>   | <b>PERMIT(S) ISSUED</b>  | <b>PERMIT ISSUED BY:</b>   |
| Local Permit _____<br>SAC _____<br>Impact _____<br>Park _____<br>Other _____<br><b>Total</b> _____ | <input type="checkbox"/> Construction<br><input type="checkbox"/> HVAC<br><input type="checkbox"/> Electrical<br><input type="checkbox"/> Plumbing<br><input type="checkbox"/> Erosion<br><input type="checkbox"/> Other _____ | Name _____<br><br>Date _____<br><br>Cert No _____<br>Telephone Number 715-246-3736 |

WHITE - Issuing Jurisdiction

YELLOW - Owner/Agent

PINK - Inspector





# CITY OF NEW RICHMOND

## BUILDING & ZONING REQUIREMENTS

(Effective 9/3/2014)

1. No construction or excavation allowed without permit issuance. Strict erosion control compliance including off-site tracking will be enforced.
2. Check with local Building Inspection/Zoning Administrator office prior to any home improvements, landscaping, fencing, pools, excavation, antennas, outdoor wood stoves, paving, planting, misc. construction projects, etc.  
**Always check private covenants before building. It is the applicant's responsibility to adhere to private covenants.**
3. Municipality NOT responsible for:
  - Any site work or construction performed prior to plan review and building permit issuance.
  - Property line locations.
  - Proper lot/building site validation.
  - Enforcing private covenants.
4. Owner/Builder IS responsible for:
  - Zoning compliance. Inquire about specific zoning requirements.
  - Obtaining utility easements for any services traversing adjacent/contiguous lots or parcels.
  - Verifying that sub-contractor licensing through the State of Wisconsin is current.
  - Declaring if property lines are present at common walls on the building permit application for two unit buildings under separate ownership.
  - Building plans matching the intended construction.
  - Displaying property lines upon initial footing inspection. Setbacks are NEVER measured from the curb - always measure from the property lines
  - Final inspection notification upon completion of project. Occupancy NOT permitted until completion of all conditions on the final inspection report is satisfied.
5. 48-hour UDC inspection notification preferred. Allowances will be made on a case-by-case basis. Any reinspection shall be subject to a \$75.00 fee for each incident.
6. City of New Richmond Building Inspection/Zoning Administrator office reserves citation authority for violations.
7. City of New Richmond building permit expires 18 months from date of issuance.
8. **Cautionary Statement to Owners Obtaining Building Permits:** 101.65(lr) of the Wisconsin State Statutes requires municipalities that enforce the Uniform Dwelling Code to provide an owner who applies for a building permit with a statement advising the owner that: If the owner hires a contractor to perform work under the building permit and the contractor is not bonded or insured as required under s. 101.654 (2) (a), the following consequences might occur:
  - (a) The owner may be held liable for any bodily injury to or death of others or for any damage to the property of others that arises out of the work performed under the building permit or that is caused by an negligence of the contractor that occurs in connection with the work performed under the building permit.
  - (b) The owner may not be able to collect from the contractor any damages for any loss sustained by the owner because of a violation by the contractor of the one- and two- family dwelling code or ordinance enacted under sub. (1) (a), because of any bodily injury to or death of others or damage to the property of others that arises out of the work performed under the building permit or because of any bodily injury or death of others or damage to property that is caused by negligence by the contractor that occurs in connection with the work performed under the building permit.
9. **I agree to all applicable codes, statutes and ordinances and with the conditions of this permit: understand that the issuance of the permit creates no legal liability, expressed or implied, on the state or municipality; and certify that all the above information is accurate. If I am an owner applying for an erosion control or construction permit, I have read the cautionary statement regarding contractor financial responsibility.**

I, \_\_\_\_\_, understand and agree to these aforementioned conditions.

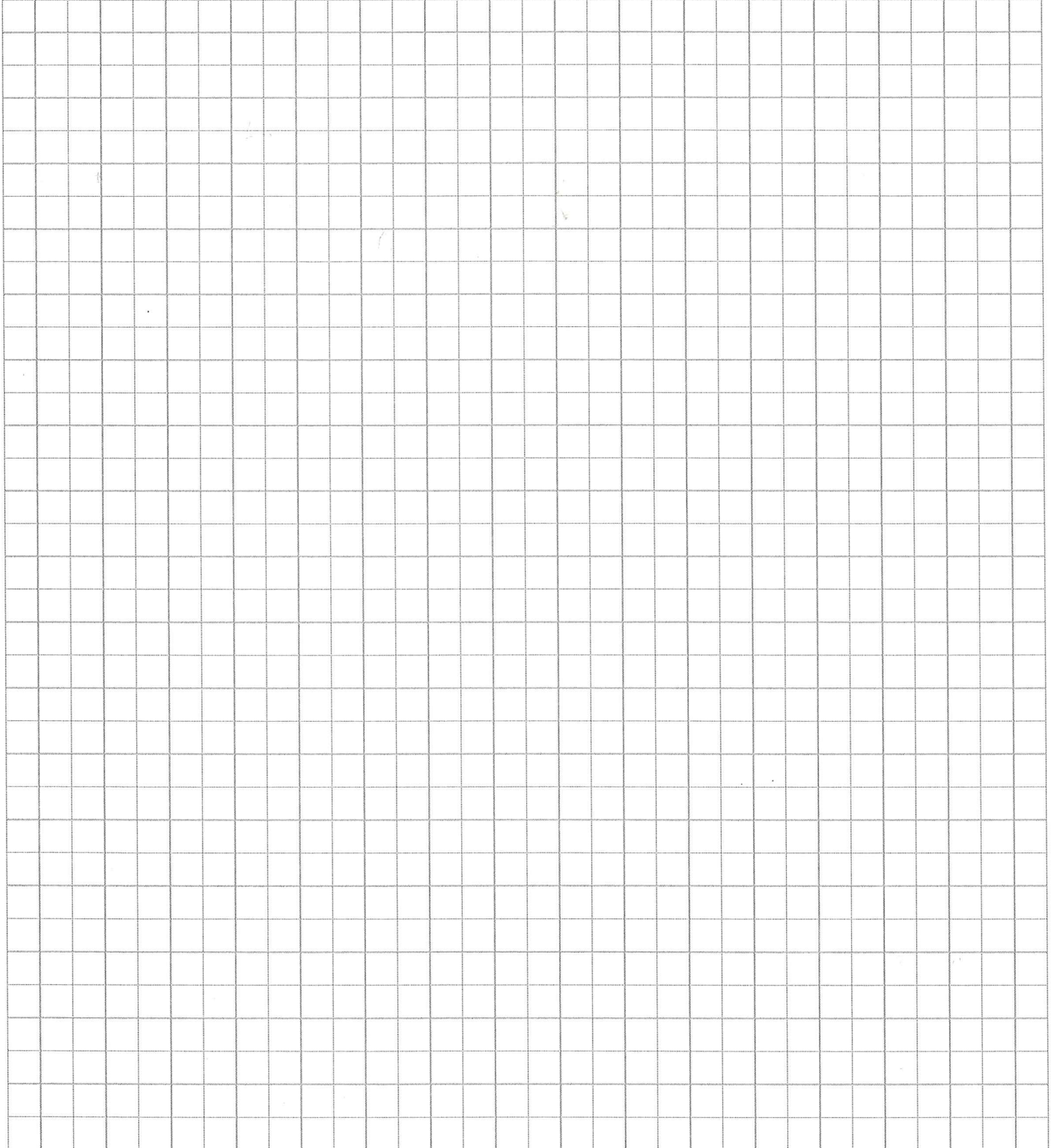
Dated \_\_\_\_\_

Building Permit # \_\_\_\_\_

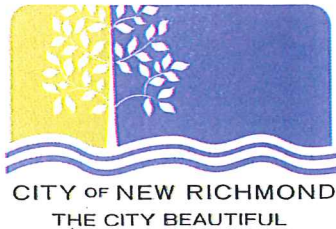
**CITY OF NEW RICHMOND  
SITE PLAN REQUIREMENTS**

**BP #** \_\_\_\_\_

- 1. Draw to scale - 1/4 inch equals \_\_\_\_\_ feet.**
- 2. Show lot perimeters with dimensions.**
- 3. Show existing and intended structure locations and setbacks from lot lines.**
- 4. Show existing and intended separations between all buildings on lot.**
- 5. Label any adjacent streets or alleys.**

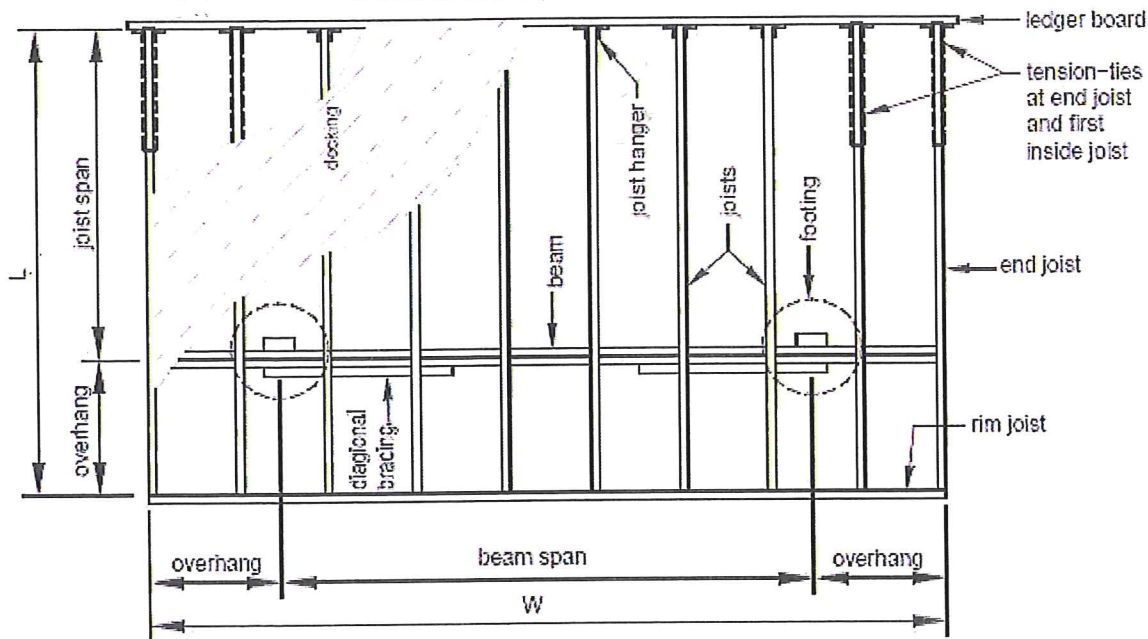






Please submit a completed Deck Framing Plan worksheet with your permit application. All deck construction requirements are found at [www.newrichmondwi.gov](http://www.newrichmondwi.gov) under the Building & Zoning Department tab.

**Figure 35**  
**TYPICAL DECK FRAMING PLAN**



Decking: ☐ 2x4 ☐ 2x6 ☐ five-quarter board ☐ wood-plastic composite (per ASTM D 7032)  
☐ Other decking, evaluation report number: \_\_\_\_\_

Joists: size: ☐ 2x6 ☐ 2x8 ☐ 2x10 ☐ 2x12 spacing: ☐ 12 in. ☐ 16 in. ☐ 24 in.  
 joist span dimension: \_\_\_\_\_ ft. - \_\_\_\_\_ in.  
 overhang: ☐ Yes ☐ No overhang dimension: \_\_\_\_\_ ft. - \_\_\_\_\_ in.  
 rim joist: ☐ 2x6 ☐ 2x8 ☐ 2x10 ☐ 2x12

Beam(s): number of plies: ☐ 2 ☐ 3 size: ☐ 2x6 ☐ 2x8 ☐ 2x10 ☐ 2x12  
 overhang: ☐ Yes ☐ No overhang dimension: \_\_\_\_\_ ft. - \_\_\_\_\_ in.

Posts: size: ☐ 4x4 ☐ 4x6 ☐ 6x6 height: \_\_\_\_\_ ft. - \_\_\_\_\_ in.

Footings: size: \_\_\_\_\_ in. ☐ square ☐ round thickness: \_\_\_\_\_ in.

Ledger: ledger board size: ☐ 2x8 ☐ 2x10 ☐ 2x12 ☐ Not applicable (free-standing deck)  
 fastener: ☐ Through bolt ☐ Lag screw ☐ Wood screw  
☐ Expansion anchor ☐ Adhesive anchor

Lateral support: ☐ Tension-tie ☐ Diagonal bracing, size: ☐ 2x  
 (not permitted for free-standing deck)

Deck size: L= \_\_\_\_\_ ft. - \_\_\_\_\_ in. W= \_\_\_\_\_ ft. - \_\_\_\_\_ in.